

CONFIDENTIAL

Chief, Management Staff

24 April 1959

Chief, Records Management Staff

Weekly Report for Week ending 22 April 1959

1. Contributions

a. Tangible

- (1) The Records Center received 333 cu. ft. of inactive records from five offices; 50% of this came from the DD/P Area.
- (2) Ninety-five cu. ft. of records were burned, leaving 350 cu. ft. to be destroyed.
- (3) Completed three new and six revised forms.

b. Intangible

- (1) Named the Records Management Support Services Exhibit; briefed about 15 people and distributed 30 pamphlets.
- (2) Proposed to the Supply Division that legal size letterex be stocked in 8" width to facilitate its use with Agency forms.
- (3) Assisted the Office of Security in revising their Vital Material Schedule to provide for monthly deposits of employee badge records.

2. Assignments - Active

a. Forms

- (1) Five new and 14 revised forms in process. ✓
- (2) Teletype Dissemination Information Reports and Systems. ✓
- (3) Revision of Dispatch Forms. ✓
- (4) Improved Management of Stocked Forms. ✓
- (5) Uniform Information Report. ✓

CONFIDENTIAL

*BEST COPY
Available*

6/17/98

CONFIDENTIAL

- (6) Evaluation of Information Reports. ✓
- (7) Agency Chain Envelope. Visited three manufacturers of envelopes in Baltimore, Maryland for ideas. These companies will submit suggestions and cost. ✓
- (8) New Building Project. Started new badge number Coding System. Prepared one new and one revised form. Started procurement action for Photo Badges. ✓

b. Shelf Filing

- (1) Office of Personnel. ✓
- (2) Acquisition Branch Library/OCR. ✓
- (3) [] Contact Division. ✓

c. Filing Systems

- (1) OCR/FDD Translation Index.
- (2) Contract Personnel Division/OP Card Index. ✓
- (3) Graphics Register Film Index. Tests with Disbold and Mosler Elevator Files indicate some advantages in favor of Disbold. Test continues. ✓
- (4) PE/DD/P. Discussed with [] advisability of continuing pseudonym and cryptonym files indefinitely. ✓

d. Audit and Revision of Records Control Schedules

- (1) OCR.
- (2) OO/FDD. Revised schedule has been returned with comments on disposition of certain records which have to be removed. ✓

e. Special Projects

- (1) Revision and Reorder of Overnight Storage Boxes. ✓
- (2) DD/P Support Records. Survey continues in SI Division. Discussed the status of this project with [] ✓
- (3) Predecessor Agency Records (GCS, SEU, and CIG).
- (4) Revision of Training material to be used by OCR. Submitted proposed practice and test materials to OCR for review. Started establishing file of material to be used in demonstrating subject-numeric filing system to students. ✓

CONFIDENTIAL

CONFIDENTIAL

(5) Filing System for reference materials, FINE Editorial Branch. Visited the Associated Press and U. S. Information Agency to see system used for similar purposes.

f. Vital Materials.

(1) See 1.(b). (3).

g. ~~Other~~

1. Twenty-six Agency people attended the IRAS at the National Archives on "Records Disposition Workshop". [redacted] the new clandestine Services Officer, attended this meeting.

25X1

2. Three members of the Staff attended the ASFA luncheon meeting.

[redacted]

25X1

Distribution:

Orig - Addressee

25X1

1 - [redacted]
1 - [redacted]
1 - [redacted]
1 - [redacted]

25X1

1 - RMS (yellow) REPORTS-1
1 - [redacted] (RECORDS CENTER)

25X1

[redacted]

4/24/59

25X1

Mgt/S/RMS/ [redacted] (24 April 1959)

CONFIDENTIAL